

California Emergency Management Agency



Fiscal Year 2010 Operation Stonegarden Grant Program (OPSG)

***California Supplement
Federal Program Guidance and Application Kit***

February 2, 2010

STATE OF CALIFORNIA

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Contact Information

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**** Please send in all required documentation to the address above**

Section 1 – Application Resources

Federal Program Guidance and Updates

The U.S. Department of Homeland Security (US DHS)/Federal Emergency Management Agency (FEMA) published the *Fiscal Year (FY) 2010 Homeland Security Grant Program(HSGP) Guidance and Application Kit on December 08, 2009.*

The *Guidance and Application Kit* may be obtained at:

http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf

Operational Orders

The template for the Operations Orders can be obtained at:

Section E (pgs 97-100) of the FY 2010 Federal HSGP Guidance and Application Kit.
Operational Orders are due to CalEMA no later than March 19, 2010 11:59 pm PST.

Press Release

The US DHS issued a Press Release announcing the *FY 2010 HSGP on December 8, 2009.*

The Press Release can be obtained at:

http://www.dhs.gov/ynews/releases/pr_1260283102665.shtm

Frequently Asked Questions

The US DHS issued a Frequently Asked Questions (FAQ) Sheet on the *FY 2010 HSGP on December 8, 2009.*

The FAQ Sheet can be obtained at:

http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_faq.pdf

California Supplement

The *California Supplement* to the Federal Program Guidance is intended to complement, rather than replace, the federal guidance published by the US DHS National Preparedness Directorate. It is recommended that applicants read thoroughly the federal guidance before referring to the State Supplement. Funding availability, eligible applicants, allowable costs and other key information is described in the federal guidance and application kit.

Section 2 – Timeline

FY 2010 OPSG Sub-Grantee Timeline	US DHS announcement of FY 2010 OPSG	December 8, 2009
	Deadline to submit Operational Orders to CalEMA	March 19, 2010
	CalEMA Deadline to apply for FY 2010 OPSG	April 19, 2010
	US DHS Award (no later than)	July 19, 2010*
	Grant Performance Period Begins	September 3, 2010*
	Sub-grantee applications due to CalEMA	October 5, 2010
	Sub-grantee performance period ends	April 19, 2013*
	Final requests for reimbursement due	April 19, 2013*
	CalEMA Performance Period Ends	July 19, 2013*
* Date approximate depending on US DHS award date		

Section 3 - Overview

Funding Availability	<p>The FY 2010 OPSG makes funds available to support U.S. Border states and territories, local units of government at the county level and Federally-recognized tribal governments bordering Mexico, and also, territories with international water borders. The FY 2010 Homeland Security Grant Program (HSGP) will incorporate OPSG similarly to State Homeland Security Grant Program (SHSP), Urban Area Security Initiative (UASI), Metropolitan Medical Response System (MMRS), and Citizen Corp Program (CCP). OPSG was a separate grant program in FY2009.</p>
Grant Performance Period	<p>Thirty-six (36) months from date of grant award to CalEMA. However, sub-grantees are required to submit all cash requests to CalEMA within (33) months from the date of award, or ninety (90) days prior to Federal deadline.</p>
Review Criteria /Evaluation Process	<p>The FY 2010 OPSG will use risk-based prioritization using CBP Sector-specific border risk to include, but not limited to: threat, vulnerability, miles of border, and other border-specific “law enforcement intelligence.” Each applicant’s final funding allocation will be determined by using a combination of the results of the risk analysis and feasibility of the Operations Orders.</p> <ul style="list-style-type: none">• Operations Orders developed at the county level should be inclusive of city, county, tribal, and other local law enforcement agencies that are eligible to participate in OPSG operational activities, with the emphasis on the Executive Summary, Mission, and Budget. This information will be used to evaluate the anticipated feasibility, need, and impact of the Operations Orders (<u>see Section E of the FY 2010 Federal HSGP Guidance and Application Kit</u>). Operational Orders are due to CalEMA no later than March 19, 2010 11:59 pm PST.• Applications will be reviewed by the CalEMA and CBP/BP Sector Headquarters for completeness and adherence to programmatic guidelines as well as operational content prior to submission to FEMA.• CalEMA and CBP/BP OPSG Program leads will ensure a coordinated approach to maintain application and operations order pre-submission accountability.• For all counties or territories near an international water border seeking participation, please contact the P.O.C. for U.S. Border Patrol San Diego Sector (pg. 4).

Review Criteria /Evaluation Process cont.	Following the review by State and CBP/BP Sector Headquarters, each Operations Order will be forwarded for review by a Federal review panel comprised of evaluators from components within FEMA and CBP/BP Headquarters level evaluators.
Award Date	FEMA will evaluate and act on Operations Orders as quickly as possible following the close of the application period. Awards will be made on or before <u>July 19, 2010</u> .
Eligible Applicant	CalEMA is the State Administrative Agency (SAA) for California and is the eligible grant applicant in the FY 2010 OPSG process.
Eligible Sub-Grantees	Eligible grantees under the FY 2010 OPSG are local units of government at the county level and Federally-recognized tribal governments bordering Mexico, and also, territories with international water borders. CalEMA is the only entity eligible to apply to FEMA for FY 2010 OPSG funds on behalf of the county or similar level of government and Federally-recognized tribal governments. Eligible territories without a county or similar level of government structure are authorized to accept applications on behalf of the alternative unit of local government. CalEMA in this situation must advise FEMA in writing as to their intent. <u>Note: Not all applicants are guaranteed to receive funding under the FY 2010 OPSG.</u>
Total Amount of Funding Available	There is \$60,000,000 available, nation-wide, of FY2010 OPSG funding.

Section 4 – Sub-grant Application Process

Operations Order

Eligible border Counties must submit Operational Orders to CalEMA by March 19, 2010 as shown on the timeline on page six. Please include the Budget within the Operations Orders.

Operational Order Submittal

Information regarding instructions on how sub-grantees will submit Operations Orders to CalEMA will be released in the near future.

Eligible Costs Operational Overtime (no more than 50 percent of the total award)
Operational costs associated with law enforcement activities, in support of border law enforcement agencies for increased border security enhancement. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412), all grantees are allowed to utilize up to 50 percent of FY 2010 OPSG funding for personnel related costs, which include overtime activities. At the request of the SAA, the Administrator may grant a waiver of the 50 percent limitation.

Fuel Cost and/or Mileage Reimbursement

Travel and Per Diem

Travel and per diem costs associated with the deployment/redeployment of personnel to border areas and for travel associated with law enforcement entities assisting other local jurisdictions in law enforcement activities. Travel costs must be in accordance with applicable travel regulations. In addition, costs to support up to six (6) month deployment of law enforcement personnel to critical Southwest Border locations to support operational activities.

Part Time Personnel

FY 2010 OPSG funds may be used to pay additional current part time law enforcement personnel salaries in order to bring them to full time status.

Vehicle/Equipment Rentals

Vehicle/Equipment Maintenance

Fuel Cost and/or Mileage Reimbursement

The reimbursement cap for operational activities is removed under the FY 2010 OPSG.

Activate reserve, state, local, and tribal law enforcement personnel

Backfill

Costs associated with backfill for personnel supporting operational activities.

**Non-Eligible
Costs**Unallowable Costs

Unallowable costs include costs associated with staffing and general IT computing equipment, and hardware such as personal computers, faxes, copy machines, modems, etc. The FY 2010 OPSG is not intended as a hiring program. Applying funds toward hiring full-time or permanent sworn public safety officers is also unallowable. FY 2010 OPSG funding shall not supplant inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and Federal law enforcement agencies.

Management and Administrative (M&A) Costs

M&A costs are not allowable under FY 2010 OPSG

Section 5 - Post DHS Award – Sub-grant Application

Sub-grant Application Components

Successful applicants will be required to submit applications to CalEMA prior to final award of grant funds.

A completed application will include all of the following components.

- **Completed CalEMA Financial Management Forms Workbook**
 - Submitted to CalEMA (Mailed) – refer to pg. 4 for mailing address
 - Application Cover Sheet
 - Grant Management Roster
 - Project Ledger
 - Project Description
 - Equipment Inventory Ledger
 - Training Roster
 - Authorized Agent form with appropriate signatures
- **Governing Body Resolution – Mailed**
- **Signed Original Grant Assurances – Mailed**

The **Financial Management Forms Workbook** can be found at http://www.ohs.ca.gov/grants_fiscal_reporting.html

Sub-grant Application Approval

The sub-grantee will receive written notice of CalEMA approval of the sub-grant application.

Post Award Modifications

Post award budget, scope and time modifications must be requested using the **CalEMA Financial Management Forms Workbook**, by the sub-grantee's Authorized Agent, and submitted to the sub-grantee's Program Representative in the Infrastructure Protection Grant Unit of CalEMA. Upon approval the sub-grantee will be instructed to make the required changes in the National Preparedness Directorate's Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> .

The sub-grantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from CalEMA.

NOTE: Modifications can be requested once per quarter during the grant performance period. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Sub-grantee Performance Reports Sub-grantees must prepare and submit performance reports to CalEMA for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Sub-grantees must complete a Biannual Strategy Implementation Report using the Grant Reporting Tool (GRT), at <https://www.reporting.odp.dhs.gov/> and will also be required to submit additional information and data requested by CalEMA.

Monitoring Sub-grantee Performance CalEMA is currently conducting a program of sub-grantee monitoring. The monitoring will be conducted on the sub-grantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures
- Comparing actual sub-grantee activities to those approved in the sub-grant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
 - Grant Assurances.
 - Information provided on performance reports and payment requests.
 - Needs and threat assessments and strategies.

Suspension or Termination

CalEMA may suspend or terminate sub-grant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the sub-grant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their sub-recipients.

Before taking action, CalEMA will provide the sub-grantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout

CalEMA will close a sub-grantee award after:

- Receiving a sub-grantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the sub-grantee:

- Is owed additional funds, CalEMA will send the final payment automatically to the sub-grantee.
- Did not use all funds received, CalEMA will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout letter**, CalEMA will notify the sub-grantee of the start of the record retention period for all programmatic and financial grant related records.

NOTE: Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.

**Payment
Request
Process**

To request reimbursement payment of FY 2010 OPSG funds, complete a payment request form using the CalEMA Financial Management Forms Workbook and return it to the appropriate Program Representative in the Homeland Security Grants Division at CalEMA.

CalEMA Financial Management Forms Workbook

http://www.ohs.ca.gov/grants_fiscal_reporting.html

NOTE: Payments can only be made if the sub-grantee has an approved Financial Management Forms Workbook, valid Governing Body Resolution, and valid Grant Assurance form.

**Financial
Management
and Reporting
Workshops**

CalEMA conducts regular workshops on grants management, financial management and grant reporting. Please contact your CalEMA Program Representative for more information.